



# TOWNSVILLE STATE HIGH SCHOOL REQUEST FOR P & C GROUP SUBSIDY

Strive For Better Things

## STUDENT INSTRUCTIONS:

1. Read eligibility requirements carefully (see over).
2. Complete Section A
3. Personally hand completed document to administration member (Principal, Deputy Principal) for Section B to be completed.
4. Take the form to the office staff and have them complete Section C.
5. Bring the completed application to the next P&C meeting for their consideration.

Failure to provide the necessary documentation will result in delays to your application.

## SECTION A (To be completed by Staff Member/ Parent)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Name of Student Group \_\_\_\_\_
2. Year Level/s \_\_\_\_\_
3. Please list group members (student names and tag class) on a separate sheet.
3. Nature of activity involved \_\_\_\_\_  
\_\_\_\_\_
4. Date of event \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_
5. Level of involvement (circle) at Regional level / State level / National level of competition. If other, please provide details  
\_\_\_\_\_  
\_\_\_\_\_
6. Is the group receiving sponsorship or subsidies to attend the event, from any other source?  YES  NO  
If yes, please provide details on separate sheet (including values of other amounts to be received).
7. Is this your first request this year? YES  NO
8. Are you a member of Townsville State High School's P & C? YES  NO
9. Any other special information to be considered by the committee? Please attach a separate page detailing this information.

Staff Member/ Parent Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION B (To be completed by Office)

Have Student Participation Fees been paid: YES  NO

Are there any other outstanding Invoices: YES  NO  Please list : Amount \$\_\_\_\_\_ Description \_\_\_\_\_

## SECTION C (To be completed by Administration)

Administration comment:  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION D (To be completed by P. & C.)

Recommendation: Recommended amount of subsidy \$\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

[ ] Approved  
 [ ] Not approved  
 [ ] Review at a later date

\_\_\_\_\_  
P&C Member

**SEE OVER FOR P&C POLICY**

# **TOWNSVILLE STATE HIGH SCHOOL**

## **P & C STUDENT SUPPORT POLICY**

Each year, a percentage or amount of the P & C budget is to be allocated for support of student endeavours.

The P & C Executive will administer the P & C budget allowance for student support but can only recommend on applications from individual students and student groups which might warrant higher allocations (in certain circumstances) than those detailed in the guidelines below.

The P & C is guided in its deliberations of a policy of equitable support for a wide range of student endeavours (individual and group) throughout the course of the year.

The following guidelines are to assist the members of the Executive of the P&C and are to be used at their discretion in accordance with 3 above:

- (a) Students representing TOWNSVILLE STATE HIGH SCHOOL (either individually or as part of a team, group or ensemble) at Regional, State or National competitions or equivalent, are eligible to apply for financial assistance.
- (b) Students undertaking another group activity, as part of TOWNSVILLE STATE HIGH SCHOOL to Regional, State or National locations, are eligible to apply for financial assistance.
- (c) A student or group of students may apply for funding in any other level/activity in any one year. A decision on such additional funding will be taken with due regard to existing funds.
- (d) Each year, any school team, group or ensemble of five (5) or more students is eligible to receive \$100 per student, capped at \$1,000.
- (e) Four (4) group subsidies will be available per year (as per P & C Annual Budget), up to two (2) per term.
- (f) Applications for funding/support should be made in writing to the P & C using an application form which must include a section containing recommendations from the Principal or one of the Deputy Principals.
- (g) The staff member (and students if possible) **MUST** attend the P & C meeting to formally present their request.
- (h) Students who have not paid their Student Participation fees (previously known as Textbook and Resource Hire Scheme fees) or have any other outstanding debts to the school will be **INELIGIBLE** for the subsidy.